

## More Interface Changes - Tip #79

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TechTracS users will find that some of the buttons have changed at the bottom of the list and input screens.

### Overview

The button bar can be found at the bottom of all Record windows found within NASA TechTracS. In the text below you will find a description of each of the active buttons contained on this bar.

### Help Button



The purpose of the *Help* button is to bring up the online help system for NASA TechTracS. When you move the mouse over the button a "tip" window will appear that will contain some help text on the button. When you Option-click or Alt-click on the button, a dialog box will appear with the Data Dictionary for the table you are currently in front where you can select the field you would like help on. When you click on *Done* button, the window will go away and you will be taken to the NASA TechTracS data structure window where you can navigate through the other tables that are related to the table you are currently in.

### New Record Button



The purpose of the *New Record* button is to create a new empty record for the table. This can also be done by selecting **New...** from the **Enter** menu.

TIP: You can activate the *New Record* button by pressing the "CMD + N" keys on the Mac or by pressing the "Ctrl + N" keys on Windows.

### Order By Button



The purpose of the *Order by* button is to allow the user to order the current selection of records by specific fields. When you move the mouse over the button a "tip" window will appear that will contain some help text on the button.

TIP: You can activate the *Order by* button by pressing the "CMD + T" keys on the Mac or by pressing the "Ctrl + T" keys on Windows.

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### **Print Button**



The purpose of the *Print* button is to print a record in the specified format. When you move the mouse over the button a "tip" window will appear that will contain some help text on the button. When you click on the button, a dialog box will appear giving you a choice for the type of print layout that you would like to use.

**TIP:** You can activate the *Print* button by pressing the "CMD + P" keys on the Mac or by pressing the "Ctrl + P" keys on Windows.

**PREF:** On the Preference dialog the Hold print jobs check box will affect the action of the *Print* button. If the box is checked, then when you go to print, the print job will then be put on the hold queue until you go into the queue manager and perform an action on the job.

### **Quick Report Button**



The purpose of the *Quick Report* button is to allow the user to create a Quick Report on the current selection of records. When you move the mouse over the button a "tip" window will appear that will contain some help text on the button.

**TIP:** You can activate the *Quick Report* button by pressing the "CMD + R" keys on the Mac or by pressing the "Ctrl + R" keys on Windows.

### **Sets Button**



The purpose of the *Sets* button is to allow the user to create specific sets on the current data in the selection. When you move the mouse over the button a "tip" window will appear that will contain some help text on the button.

### **Relate Button**



The purpose of the *Relate* button is to allow the user to relate the current selection of records to another table in the database. When you move the mouse over the button a "tip" window will appear that will contain some help text on the button.

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### **Record Navigate buttons**



The record buttons are "First Record", "Previous Record", "Next Record" or "Last Record". The purpose of the *Record* buttons is to allow the user to navigate through records relative to the current record. When you move the mouse over a button a "tip" window will appear that will contain help text on the popup. When you click on a button, you will then be taken to the record that is in the direction that you have selected.

**TIP:** You can also use the following keyboard shortcuts to move between records:

Previous Record: "Ctrl + Left Arrow" on Windows.  
"Cmd + Left Arrow" on the Mac

Next Record: "Ctrl + Right Arrow" on Windows. "Cmd + Right Arrow" on the Mac.

### **Accept Button**



The purpose of the *Accept* button is to accept the current record and saves any changes. When you move the mouse over the button a "tip" window will appear that will contain some help text on the button. When you click on the button the record is saved, the data screen disappears, and you are returned to where you came from.

**TIP:** You can activate the *Accept* button by pressing the ENTER key.

**PREF:** On the Preference dialog the Confirm Saves check box will affect the action of the *Accept* button. If the box is checked, then when you have made a change to the record that you are currently in and use the Record popup to go to another record, a dialog box will appear asking you if you would like to save the changes that you made. If the box is not checked, then when you use the Record popup to go to another record, any changes that were made will automatically be saved and you will be taken to the other record without getting the prompt.

### **Cancel Button**



The purpose of the *Cancel* button is to cancel the Record Window without saving any changes. When you move the mouse over the button a "tip" window will appear that will

